



# COURT SERVICES & OFFENDER SUPERVISION AGENCY

## VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER:** CSS-05- 019 (KS)

**JOB TITLE:** Lead Drug Testing Technician, GS-0102-08

**AREA OF CONSIDERATION:** All Sources

**OPENING DATE:** 02/18/2005

**CLOSING DATE:** 03/04/2005 (Applications must be received by 5:00 pm)

**PROMOTION POTENTIAL:** None

**STARTING SALARY:** GS-08, \$41,878 pa

**Lead Drug Testing Technician, GS-0102-08, (1 Position), Court Services & Offender Supervision Agency (CSOSA), Community Supervision Services, Illegal Substance Collection Unit, Washington, DC.**

**MAXIMUM ENTRY AGE:** Because this position is covered under Law Enforcement Officer retirement provisions, first-time law enforcement appointees must not have reached their 37<sup>th</sup> birthday at the time of appointment. Applicants 37 or older who have previous law enforcement officer experience under the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS) may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum entry age requirement. **APPLICANTS MUST PROVIDE DATE OF BIRTH TO RECEIVE FURTHER CONSIDERATION.**

**DUTIES:** The incumbent distributes and balances the work of Drug Testing Technicians at an assigned site. Keeps supervisor informed of status and progress of work at assigned site. Reviews data submitted by team members and prepares reports for submission to supervisor. Instructs employees on tasks and provides on-the-job training to new employees in accordance with established procedures and practices. Performs intake for offenders by establishing positive identification, verifying pertinent information related to drug testing, and updating relevant automated systems. Updates the Community Supervision Officers on offenders' compliance with the Drug Surveillance Programs. Prepares statistical information to report to upper management on program achievements. Uses Drug Testing Management System (DTMS) to track chain of custody of samples from point of collection to the submission of samples to the laboratory. Assures that information released is in accordance with guidelines and requirements.

**QUALIFICATIONS:** Applicants must have 1 year of specialized experience equivalent to the GS-7 level. **Specialized experience** is experience in or directly related to the position to be filled and which has equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully

perform the duties of the position. For this position, specialized experience includes distributing and balancing the work of the Drug Testing Technicians on site to ensure that work is accomplished in a timely fashion and in accordance with established policies and procedures. Specialized experience also includes overseeing reports and statistics by Drug Testing Technicians regarding offenders to ensure compliance with the drug testing programs, distributing collection materials, and answering questions related to the drug testing procedures.

**EVALUATION METHODS:** Applicants will be evaluated according to the extent and quality of their experience, education and, training. If you meet the basic qualification requirements, your application/resume will be evaluated against the KSAs required for this position. This evaluation determines which candidates will be referred to the selecting official for final consideration.

Status-eligible candidates must meet time-in-grade requirements within 30 calendar days of the closing date of this announcement.

**IN ORDER TO RECEIVE FULL CONSIDERATION, APPLICANTS SHOULD ADDRESS EACH OF THE KNOWLEDGE, SKILLS AND ABILITIES DESCRIBED BELOW.**

1. Ability to lead a diverse staff.
2. Knowledge of practices and techniques related to sample collection.
3. Ability to interact with offenders and work effectively with people from diverse backgrounds and cultures.
4. Skill in using the Pretrial Real time Information System Manager (PRISM) or a related drug testing system.

On a separate sheet of paper, you must specifically address your experience and/or education related to the KSAs described above, giving specific examples. List each of the KSAs separately and explain how your experience, education, training and self-development activities relate to each KSA. Your qualification rating will be based on the evaluation of your experience/education as it relates to the qualification requirements and KSAs listed above. You should also provide detailed evidence of the KSAs in your application in the form of clear, concise examples showing the level of accomplishment and degree of responsibility.

**HOW TO APPLY:** Interested applicants may submit a resume, the Optional Application for Federal Employment (OF 612), Standard Form 171, or any other written format you choose to describe your job-related qualifications. Whatever you submit, you must include the information cited in the Office of Personnel Management's (OPM) brochure, 'Applying For A Federal Job' (OF-510). A copy of the brochure (OF-510) and OF 612 can be obtained by contacting your local personnel office, through the USAJOBS web site at <http://www.usajobs.opm.gov/b.htm>, or by requesting the forms through OPM's self-service phone system at (478)757-3000 or TDD (478)744-2299.

Status applicants who wish to be considered under both merit promotion and competitive procedures must submit two applications. If only one application is submitted, you must indicate if you want to be considered under merit promotion procedures or competitive procedures. If you do not indicate a preference, your application will be considered according to your eligibility.

Status applicants must submit a copy of their latest SF-50 and a copy of their performance appraisal dated within the last 12 months.

CTAP and ICTAP: If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or the ICTAP must be well-qualified for the position. To be well-qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. § 8337(h) or § 8456.

Veterans: If you are claiming 5 point veteran preference, a DD-214 is required. If claiming 10 point veteran preference, a DD-214, SF-15 and a letter dated within the last 12 months from the VA is required.

**Applications and all required documents must be received by 5:00 p.m. on the closing date.**

**Mailing Address and Contact:** All documents must be submitted to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17<sup>th</sup> Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Karen Schmitz (202) 220-5444 or **TTY (202) 220-5474**. Applications must be *received* by 5:00p.m. on the closing date.

**Email Address:** Applicants may also submit applications via email to: [CSOSAjobs@CSOSA.gov](mailto:CSOSAjobs@CSOSA.gov).

**Fax Number:** Applicants may submit documents via facsimile to: (202) 220-5615.

### **OTHER INFORMATION:**

Agency Background Information: The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000.

U.S. Citizenship: Applicants must be U.S. citizens or nationals.

Selective Service Registration: As a condition of employment, all male applicants born after December 31, 1959, must have registered for the selective service. If selected for this position, the applicant must sign a statement certifying his registration, or the applicant must demonstrate exempt status under the Selective Service Law.

Relocation Expenses: Relocation expenses are not authorized.

Probationary Period: Initial appointment may require completion of a one-year probationary period.

Security Check: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation, drug testing and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Drug Testing: Appointment may be subject to random drug testing after selection.

Direct Deposit: All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

**REASONABLE ACCOMMODATIONS:** Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

**EQUAL OPPORTUNITY EMPLOYER:** Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.

***CSOSA is an Equal Opportunity Employer.***